

Appendix B – Sole Source Justification Worksheet

Requirements for Consideration of Sole Source Procurement in excess of \$75,000 – The following must be provided in writing and approved prior to the procurement being initiated.

- I. Introduction - Justification to awarding agency for non-competitive procurement (sole source contracting)
 - a. Note: This is NOT the same as a single vendor responding to a competitive solicitation.
- II. A brief description of the project and what service/equipment is being contracted.
- III. Explanation of why is it necessary to contract non-competitively with specified contractor.
 - a. Expertise and experience of the contractor
 - b. Management capability and
 - c. Responsiveness
 - d. Knowledge of the project
 - e. Past performance of contractor
 - f. Results of a market survey to determine availability of competition or, if none was conducted, why not?
- IV. Time Constraints
 - a. Project timeline
 - b. Impact on project if timeline is not met
 - c. How long would it take another contract to reach the same level of competence (equate to dollars if desired)
- V. Uniqueness of project (e.g. single vendor or source)
- VI. Additional information to support a non-competitive procurement (e.g. public emergency)
 - a. Federal agency approval may be required.
 - b. Costs exceed the simplified acquisition threshold.
- VII. Declaration that this action is in the best interests of the agency.